

Instructions For Completing Form UCE-151

Employer Status Report

- Item 1** Enter owner, partners or corporate name.
- Item 2** Enter trade name (*your business name*).
- Item 3** Enter the physical location of business (*street address required, no post office box*).
- Item 4** Enter business and daytime phone number.
- Item 5** Enter Federal Employer Identification Number (FEIN) of business (*to apply for a FEIN, contact the IRS and request Form SS-4*). If you have not received your FEIN number from the IRS, please notify this office as soon as it is received. Contact IRS at 1-800-829-3676.
- Item 6** Enter mailing address of business if different from business address.
- Item 7** Check appropriate block to indicate type of business.
- Item 8** Describe main business activity:
- (a) If retail, describe the products you sell (apparel, furniture, cars, groceries, sell at flea markets, etc.).
 - (b) If manufacturer, describe the product you manufacture.
 - (c) If service, describe the type of service you offer.
- Item 8A** The specific items listed are subject to a solid waste excise tax. Check appropriate block to indicate if you sell any of these items.
- Item 9** Enter the location where your records are going to be kept if different from Item 3. (*No post office box*).
- Item 10** Check appropriate block to indicate type of ownership.
- Item 11** Enter social security number. Enter owner, partners, and officers by name and title. Enter home address. Indicate percentage owned if partner. Attach an additional sheet if necessary. Indicate if you are a South Carolina resident and how long you have lived in South Carolina.

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Form UCE-151, Employer Status Report Instructions Continued:

- Item 12** **Indicate if you acquired a business in South Carolina and date of acquisition. Show previous owner's name, address, SCESC Account Number, and S.C. Tax Account Number. Check appropriate blocks to indicate if the predecessor is completely out of business and if you continued at least 95% of the previous owner's business.**
- Item 13** **Enter date employees first worked for you in S.C.**
- Item 14** **Enter anticipated date of the first S.C. payroll for the business.**
- Item 15** **Enter total number of workers currently in S.C.**
- Item 16** **Check appropriate block to indicate if business is located within S.C. municipal limits. Enter city name.**
- Item 17** **Indicate if your business is seasonal and enter months business is active.**
- Item 18** **Enter total wages paid to S.C. workers by calendar quarter.**
- Item 19** **Indicate number of workers by calendar week beginning with date in Item 13.**
- Item 20** **Indicate if you filed FUTA Form 940 for the most recent calendar year.**
- Item 21** **Indicate if you are exempt from federal taxes under Section 501-C-3. Attach a copy of the exemption letter.**
- Item 22** **Indicate if your business is totally agricultural.**
- Item 23** **Indicate if your business is totally domestic.**
- Item 24** **Indicate total number of establishments and include location and number employed at each location.**

NOTE: UPON COMPLETION OF FORM UCE-151, SIGN, DATE AND MAIL TO THE ADDRESS SHOWN ON BACK OF FORM AT THE BOTTOM.